



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Trust Services
Washington, D.C. 20240

June 02, 2016

Memorandum

To: Pathways Program Coordinators
Host Office Supervisors, Bureau of Indian Affairs
Attention: Student Interns, Office of Trust Services

From: Gayla Schock, Coordinator, Natural Resources Youth Programs
Youth Program Coordination Office

Subject: Pathways Intern Time and Attendance (T&A) Procedures

The purpose of this memorandum is to remind everyone of important tips to ensuring uniform compliance and continued accountability of T&A, including use and approval of leave for student interns hired under the Office of Trust Services programs. The management of T&A responsibilities outlined in this memo will be in accordance with Bureau, Department, and Office of Personnel Management policies including the Collective Bargaining Agreement Contract and other federal pay and leave regulations (5 USC Chapter 63 and 5 CFR Part 630).

Funding

A student's base salaries and benefits are covered by Central Office cost accounting codes. Each internship appointment is budgeted each fiscal year to cover a student's regular time for a period of up to 12 weeks during the summer break, unless otherwise stated. Each period allows students to work up to 40 hours per week as fulltime employees and must not exceed \$7,500 each fiscal year.

Although each student is a Central office employee they will be temporarily assigned to the local BIA timekeeper where they are engaged as an intern. Student interning with a tribal unit will be temporarily assigned to the closest BIA Agency or Regional Office timekeeper for processing of hard copy T&As.

T&A Officials

- Student intern also called student trainee or employee
- Timekeeper is a Bureau employee
- Tribal official is the site supervisor
- Bureau office or agency official is the host supervisor
- Local administrator is a Bureau employee

Work Schedule

All students must complete his/her work requirement during their scheduled tour of duty specified in their Participant Agreement and any work assignment agreements. A student's basic work week schedule is 8 hours a day Monday through Friday. Changes to work schedules must meet program goals, have a properly balance workload, and be approved in advance by the host supervisor. Supervisors are encouraged to work with individual employees to afford them maximum flexibility in scheduling their work while maintaining office coverage and achieving performance results.

Alternative Work Schedule

The host office supervisor may allow the employee to continue to use the basic work week schedule or require them to change the schedule to conform to operations at the temporary work site. Changes must be made using the appropriate Indian Affairs Work Schedule Agreement form and submitted to the

servicing Human Resources Office for processing (one pay period in advance). The forms can be found on the Bureau of Indian Affairs website, in the Attendance and Leave Handbook (28 IAM-H) at <http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf>

Time and Attendance Responsibilities

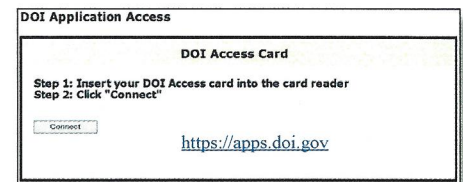
The Bureau's standard operating procedures for T&A is to have all employees account for, enter and verify their own time using the Department's automated T&A system, Quicktime. Students do not have to use a federally owned computer to access Quicktime, the system can be accessed remotely using any Personally Owned Equipment (POE) that has an internet connection. Before students can log into the system, they will be required to complete the Quicktime Web-based Training. Upon completion students will be given a Quicktime employee ID and password.

Exceptions to this process will be granted only when the student does not have internet access at their worksite location or if they receive assignments with a tribe or tribal organization. Under these circumstances, a paper T&A will be submitted using the attached "Student Intern Time & Attendance Report Form". The following provides a brief description of responsibilities and gives the T&A process for submitting T&As.

- **Students are responsible** for recording and validating their T&A each pay period "daily". The student's signature verifies the data submitted is accurate and leave was properly approved. In the absence of the student, a site supervisor can certify and submit the time to the timekeeper. In Quicktime the verification (electronic signature) of the T&A signals the timekeeper and certifier that your time is complete.
- **Tribal officials are responsible** for approving, correcting, certifying and submitting student's paper T&As.
- **Timekeepers are responsible** for transcribing data from paper T&As into Quicktime, maintaining and validating records are accurate. Students and supervisors must provide timekeepers supporting documents. Timekeepers will only process requests and changes that are submitted in writing. Timekeepers will also notify the local administrator when a student's work assignment period ends signaling to move the student back to a Central Office timekeeper.
- **Host supervisors are responsible** for ensuring information is sent to the timekeeper and final certification of a student's time in Quicktime.
- **Local administrators** work with timekeepers to make sure students take the training, receive their employee ID and password, are added, assigned or reassigned to the correct timekeepers and certifiers in Quicktime. They can also reset passwords.

Quicktime

Before students can access the Quicktime remotely, they first must have a employee ID and password, USB card reader, and a HSPD-12 DOI Access Card. Students will be provided a USB card reader by this office. Students can follow these steps:



1. Update the internet browser's security settings (enable TLS)
2. Connect to Quicktime through the new DOI Application Access Portal at <https://apps.doi.gov>
3. Attach USB card reader to computer, insert DOI Access Card, select Connect and a window will pop up. Select your certificate name, click OK and enter your smart card PIN authentication number. This is the same 8 digit pin number you chose when you first registered for your DOI Access Card. Select the BIA / BIE T&A link which will take you to the Quicktime application login. Select I Agree, enter your Employee ID and password.

Students can also use Quicktime to check their leave balances in "realtime". Quicktime will add the current pay period leave accruals and subtract any leave you have already posted to your T&A.

Quicktime Support

For login or password assistance, please contact your local timekeeper, if not available contact the Quicktime Help Desk at 1-888-367-1622. You may also visit the Quicktime Help System at https://www3.ibt.doi.gov/services/hr/Quicktime/SSA_nonewd/WebHelp/qtime.htm

In the interim, Debra Abeita, Human Resources Specialist, is the designated Central Office Administrator for the Trust Services Pathways Internship Program. She provides support for moving students between offices at the beginning and ending of each work assignment period. She can also assist with coding for fire related activities. If you need support for these issues, please contact her at 505-563-5123 or deborah.abeita@bia.gov.

For all other T&A inquiries or for password resets, please contact your locally assigned timekeeper.

Student Intern T&A Due Dates

All T&As, paper or automated, must be validated in a.m., certified and submitted **no later than 3 pm CST** by the due date schedule below to ensure adequate processing, unless notified otherwise. Paper T&As can either be faxed or emailed to the timekeeper. Payroll Schedule Calendars can be downloaded at <https://www.doi.gov/ibt/resources/payroll-calendars>.

Schedule For Submitting T&As					
PP #	Pay Period			Due Date	
16-13	5/29/16	to	6/11/16	Thurs	6/9/16
16-14	6/12/16	to	6/25/16	Thurs	6/23/16
16-15	6/26/16	to	7/9/16	Thurs	7/7/16
16-16	7/10/16	to	7/23/16	Thurs	7/21/16
16-17	7/24/16	to	8/6/16	Thurs	8/4/16
16-18	8/7/16	to	8/20/16	Thurs	8/18/16
16-19	8/21/16	to	9/3/16	**Wed	8/31/16
16-20	9/4/16	to	9/17/16	Thurs	9/15/16
16-21	9/18/16	to	10/1/16	Thurs	9/29/16
16-22	10/2/16	to	10/15/16	Thurs	10/13/16
16-23	10/16/16	to	10/29/16	Thurs	10/27/16
16-24	10/30/16	to	11/12/16	Thurs	11/10/16
16-25	11/13/16	to	11/26/16	**Wed	11/23/16
16-26	11/27/16	to	12/10/16	Thurs	12/8/16
17-01	12/11/16	to	12/24/16	**Wed	12/21/16
17-02	12/25/16	to	1/7/17	Thurs	1/4/17

*** Early deadline due to holiday.*

Federal law (5 U.S.C. 6103) establishes the public holidays listed in these pages for Federal employees.

2016 Holidays Remaining	
Date	Holiday
Mon, July 4	Independence Day
Mon, Sept 5	Labor Day
Mon, Oct 10	Columbus Day
Fri, Nov 11	Veterans Day
Thurs, Nov 24	Thanksgiving Day
Mon, Dec 26	Christmas Day

Telework

Telecommuting and or performing work in the student's home or living quarters is not permitted for student trainee positions.

Overtime and Compensatory Time Off

Students should not work beyond their scheduled tour of duty hours outlined in the Participant Agreement and any work assignment agreements. However, students are subject to the Fair Labor Standards Act (FLSA). On occasion overtime is necessary, such as when an intern is on a fire assignment. Requests for overtime or compensatory time off must be properly requested and approved in advance prior to performing the work. Host supervisors must use alternative funding sources to cover these costs. A "Request and Authorization for Overtime or Compensation Time Off for FLSA Nonexempt Form" must be completed and approved prior to performing the work.

Wildland Fire Time

For fire related activities, there are special pay and accounting codes that must be used and additional paperwork required. Students will be responsible for properly completing and submitting a "OF288 Incident Time Report" and Resource Order (if available) to the host supervisor for approval, then submitting the approved documents to the timekeeper for encoding. Different fire codes are also required under the Work Breakdown Structure (WBS) field in Quicktime to receive premium pay to the specific fire. The OF288 can be downloaded at <http://www.gsa.gov/portal/forms/download/242971>.

Leave Requesting Procedures

While on assignment, students are required to adhere to the local worksite rules and procedures for requesting leave. All students must personally request and obtain approval for leave as far in advance as practical. Students are also responsible for verifying leave balances for leave requests.

Students using Quicktime can submit leave requests electronically. The protocol is to complete and submit the form online then immediately contact the host supervisor to notify them a leave request was submitted. After the request has been acted upon, you will see a message regarding its disposition (approved, disapproved, or canceled) the next time you access Quicktime. It's the student's responsibility to verify leave was approved prior to taking it.

Students who are following the paper T&A process will need to submit leave requests to the tribal official/supervisor for approval using the attached "OPM 71 Request for Approved Leave Form".

The supervisor at his/her discretion may approve or disapprove the leave subject to staffing, workload requirements, other leave requests, weather conditions or other valid reasons. Deviations are permitted only in cases of emergency. At their discretion, host supervisors may request medical certification from employees who are on sick leave.

Periods of Non-Pay Non-Duty Status

Student interns will be placed on Leave Without Pay (LWOP) when they are not on a scheduled work assignment and attending school. This is to ensure that work responsibilities do not interfere with academic performance.

Verifying Student Earnings and Leave Summary

All employees are responsible for verifying the accuracy and correctness of the Earnings and Leave Statements and reporting any errors in a timely manner to the supervisor.

Students can view pay, leave, and other payroll information in Employee Express. Employee Express application can be accessed through the internet and is available anytime, 24-hours a day (with the exception of the Eastern Time update processing), 7 days a week.

Students will need a login ID and password. If they haven't received this information in the mail already, they should go to the website at <https://www.employeeexpress.gov/> and request login ID and new password. Below is the home page students can see when they log into the system.

Other T&A Resources

- Time and Attendance Guide (v3.7 December 2015) can be downloaded at <https://www3.ibc.doi.gov/services/hr/payroll/manuals/docs/TARReferenceGuide.pdf>
- Indian Affairs Attendance and Leave handbook 28 IAM-H (March 2008) can be downloaded at <http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf>
- Collective Bargaining Agreement Contract (Union) between DOI, AS-IA, BIA, BIE, OS and OST
<http://iiamabqzucmw01p.ia.doi.net:16200/cs/groups/xohcm/documents/text/idc016092.pdf>
- Quicktime Time and Attendance Training and Help
<https://hrdtrainingportal.ibc.doi.gov/?LOAD=1&PGID=117>
- Quicktime System (Login):
<https://apps.doi.gov/proweb/qtime1548/,DanaInfo=qtime.ibc.doi.gov,SSL,SSO=U+login>

If you have questions, please contact me at (202) 208-6410.

Attachments:

Student Intern Time & Attendance Report Form
OPM 71 Request for Approved Leave Form



Student Intern Common Pay Codes Used:

- 010 - Regular Time
- 020 - Annual Leave
- 030 - Sick Leave
- 101 - Leave Without Pay (LWOP)

Week 2	DATE	DATE	DATE	DATE	DATE	DATE
Hrs. Lv Code	Sun	Mon	Tue	Wed	Thur	Fri Sat
Total Hrs						
	Week 2 Total:					

SIGANTURES: Concurrence that the Time & Attendance reported above is correct:

Employee: _____ Date: _____

BIA Certifying Official: _____ Date: _____

Tribal Certifying Official: _____ Date: _____

BIA Timekeeper: _____ Date: _____

PAY PERIOD TOTAL: _____

Request for Leave or Approved Absence

1. Name (Last, first, middle)	2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))
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3. **Organization**

4. Type of Leave/Absence (Check appropriate box(es) below)	Date		Time		Total Hours	5. Family and Medical Leave
	From	To	From	To		
<input type="checkbox"/> Accrued Annual Leave						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.</i>
<input type="checkbox"/> Restored Annual Leave						
<input type="checkbox"/> Advanced Annual Leave						
<input type="checkbox"/> Accrued Sick Leave						
<input type="checkbox"/> Advanced Sick Leave						
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other						
<input type="checkbox"/> Compensatory Time Off						
<input type="checkbox"/> Other Paid Absence (Specify in Remarks)						
<input type="checkbox"/> Leave Without Pay						

6. **Remarks:**

7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.

7a. Employee Signature	7b. Date
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8a. **Official Action on Request:** ☐ **Approved** ☐ **Disapproved** (If disapproved, give reason. If annual leave, initiate action to reschedule.)

8b. **Reason for Disapproval:**

8c. Supervisor Signature	8d. Date
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PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.